Transcript Settings

Transcripts settings affect everything from credit requirements, grade weights, course modifiers and GPA types to how grades can be posted in ReportWriter and Learning Centers.

Basic Setup

- Step 1. To Set transcript information go to Admin»Settings»Transcripts/Report Cards Set Transcripts Credit Requirements Click 'Add a new school type'
- Step 2. Name your school type, choose the grade levels, report card template, and select if you want to calculate credits for this type. SAVE.

Admin	Reports	'Sch	ools'	Teachers	Portal	Help							
Start	Credits Mods	Mods & I	Marks (SPA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	Keys	
Add	New School	Тур	e										
		Name:											٦.
	Applicable Gradelevel		09	□ AD □ 01 □ 10	02 11	UE 03 12	□ IN □ 04	□ TD □ 05	□ TK □ 06	□ PS □ 07	08		
			Select All	Select K-6	Select 7-8	Select 9-12	Deselect All						
	Report Card Tem	plate:	sis_reprcKN		~								
	Withdrawal Repor Tem	t Card plate:	None		~								
	Calculate C	redits [
Cancel												Save	

This will automatically create a "General Education" graduation type under your new school type.

If you need to create a new graduation type, click the "Add new graduation type" link. Type in the name of the new graduation type (ex: College Prep Education) Do not forget to set the rollover category.

- Step 3. Click "Add a new course category" for this grad type. Enter a category name and Click SAVE
- Step 4. Continue to add course categories as needed by clicking on "Add a new course category" and saving until you have all categories entered. If you make a mistake, click on a category, such as English, and edit or delete the course category
- Step 5. Most schools make electives their rollover category so any extra credits taken in any other course category will be "rolled over" to electives. Do this by clicking on the Electives category and then selecting the "Make this the rollover category for all graduation types" button. The rollover category will be highlighted in green.

Star	Credita Mod	s Mods & Marks	GPA Types GPA Scale	s & Mark	s Trans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	Keys	Comments	
	Elementary												
	Add a new course ca Add a new graduatio	tegory a type											
	Export credit requirer	nents from Elementa nents to Elementary	ITY										
				Hide		Report Sequence	• 🖬			Genera	I Educati	ion	
		Hide 🖬											
			Language Art			1				1			
			Mathematic			2				1			
			Social Studie			3				1			
			Science			4				1	_		_
			A	t 🗆		5				1			
			Musi			6				1			
			Technolog			7				1			
			P			8				1			
			Elective			9				1			
Ba	*												Set

• Step 6. Enter the credits required for each course type and click SET

NOTE:You can edit or delete the course categories and add new graduation types if needed. Click on the name of the course category if you need to edit or delete it. All deletes in SP SIS requires typing CONFIRM in all caps and clicking on the DELETE button

To edit the credits needed in a category, just change the number of credits in the boxes and click SET

Set Printed Transcript Options

Determine what optional information will be included in students' printed transcripts MODS Tab

- Step 1. Choose Define Transcript Modifiers
- Step 2. Choose what modifiers you want to be used on your transcripts. The basic list is given and this may be all you need. If you would like to add modifiers to the list, click on CHANGE MODIFIER LIST. Then click on ADD or Edit to make changes

Example: students might have courses that will not be taken for credit. Click Add and enter "nc" and "course not taken for credit" in the fields. Change the Modifier set to read "**Create New Set Called" and then enter your own name in the blank field. SAVE. You can also to choose the 'Skip GPA' calculation and "Skip Credits" calculation for any courses set with this modifier. SAVE

	Admin	Repor	ts Academy Te	achers	Portal	Help								Type to quick page find
		Credits N	lods Mods & Marks GPA Typ	es GPA So	ales & Marks		Mods to Cla			RC Types		Rubrica		
ſ	Change	Modifier	s List											
	Set Name	Modifier	Description	Skip GPA	Skip Credits	Delete		Edit	Cha	inging Modi	fiers			
1	Cal Grant	x	Cal Grant: Exclude from GPA	-	-	Already in use	. See lis 🌔	Edit	\mathbf{D}					
	CAUC	ag	A-G Course Requirements	-	-	Already in use	See list	Edit	You	can add modif	lers to the list. I	Modifiers are	grouped	I into sets, which are used to
•	ClassType		Non-Academic Class	-	-			Edit	indiv	idual course e	ique, vinima s intry.	et, only one	nouner	per set may be specified for an
	ClassType	ap	Advanced Placement (AP)	-	-			Edit						
4	ClassType	ср	College Prep	-	-			Edit						
	ClassType	h	Honors Course (GPA Weighted	-	-			Edit						
8	OtherCA	ib	International Baccalaureate	-	-			Edit						
	OtherCA	0	Other	-	-			Edit						
	OtherCA	v	Vocational Education	-	-			Edit						
	PassFall	pf	Pass/Fall Course	-	-			Edit						
•	Repeat	r	Repeated Later	YES	YES			Edit						
	Cancel/Do	ne							Delete Chose	an		\subset	Add	>

• Step 3. SAVE or Click Cancel/Done to return to the main page.

Now choose where you want to allow this modifier. The USE column indicates what is on or off in the SIS. Choosing RW/PLS allows teachers to use it as a modifier in ReportWriter and/or PLS

										· .			Junio	\sim
Admin	Reports	Academy Teache	rs Portai	нер										
	Mods 1	Nods & Marks CPA Types												
Defining Tra	anscript Mo	difiers						14/0-1	ah modifica	es de un	au unich in un			
Set Name	Modifier	Description		Skip GPA	Skip Credits	Use	RW/PLS	white	ch modime	rs do ye	ou wish to ut	July 1		
Cal Grant	x	Cal Grant: Exclude from G	PA					Tran	sected Model	and char	the line way line	d courses a	in mad to calculate	to CDEs for
CAUC	ag	A-G Course Requirements						displa	ay on transci	ripts. For	example, many	y schools h	ave an "Academic	GPA" which
ClassType		Non-Academic Class						speci	fically exclud	des classe	es marked with	a "Non-Ace	ademic Class" mod	der.
ClassType	ap	Advanced Placement (AP)												
ClassType	cp	College Prep						Modil	fiers are brol	ken up in	to groups calle	d their "Set	". Only one modifie	r in a set can
ClassType	n	Honors Course (GPA Weig	ihted)					Place	stactured. For it	Non-Acad	tenic" at the sa	ane time. T	o reflect this, they	are in the
OtherCA	ib	International Baccalaureat	9					same	e set by defa	ult, "Class	sType". To mak	e this easy	to see, each Set is	s given a
OtherCA	0	Other						differ	ent backgro	und color	in the table ab	ove.		
OtherCA	v	Vocational Education					0							
PassFall	pf	Pass/Fail Course					0	If you the o	nes vourd lik	to use ALI	and click the "	own nere (ir Use Selectr	ncluding the detau ad" buffon. If you d	as) then select
Repeat	r	Repeated Later		X	X	2	0	ALL	of the codes	shown he	ere, just check	the "Use Al	l" button.	
								Amor allow	ng any modif s I/S teacher	fiers that y	you choose to ortWriter to set	use, you ma these mod	ay also choose "Ri ifiers in ReportCare	V" which 25.

• Step 4. Click Use Selected.

Mods and Marks Tab

Marking a modifier as "not used" will not cause any uses of that modifier in existing transcripts to be deleted. If you'd like to see which students are using a specific modifier, also Rohenever the delete with the behave within

• Step 1. Access this page by clicking on the Mods & Marks tab at the top of the page.

Start	Credits	Mods	Mods & Mark	s c	iPA Typ	pes	GPA S	cales & V	larks	Trans (Codes	Mods	to Class	es	Class Ra	nik F	RC Types	RC	Lockout	s R	ubrics	Keys	Con	ments			
Which	Marks	Can Be	Used Witl	h Whi	ich I	Modi	fier S	ets?																			
				а	а	1-	a+	b	b-	b+	c	c-	C+	d	d-	d+	f	fa	1	n	NC	ng	0	P	5	w	1
> No Mo	differs Sek	scted <			1	2																					
Cal Gra	nt			x 🖂	6														ø								
CAUC				ag 🗹	6			Ø				Ø															
ClassTy	pe		*ae ap q	o h 🗹	6	2			Ø	Ø			Ø				Ø		Ø							Ø	
No Cred	it.			ne 🗹	6	Ø																				Ø	
OtherC/	`		ið	o v 🖂	1	Ø													ø							ø	
PassFal	I			pt 🗆	(Ø							Ø			
Repeat				, Ø	8	Ø																					
																								Sav	e Allowe	d Marks	

Description

Above a list of all the class marks that are acceptable for transcripts, and a list of the modifier sets. You may want to set things so that certain marks cannot be used with certain modifier sets. \\For example, you might decide that pass/fail classes can only be given a mark of "p" (pass) may not be used unless the Pass Fail modifier (pf) has been selected.

• Step 2. Check the marks that are OK with each class modifier set, then press "Save Allowed Marks" to set.

GPA Types Tab

• Step 1. Access this page by clicking on the GPA types tab at the top of the page. Here you see the types of GPAs that are being calculated on your transcripts. You can change these definitions, and/or create new GPA type definitions for your transcripts.

Start Credits N	ods Nods & N	larks GPA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	Keys	Comments	
Transcript GPA T	ypes											^
Add New Type												
* The default scale will	be applied to cou	rses not linked to a	modifier									
GPA Type	Class Rank	Report Cards	When no modifiers an	e given, use scal	le: Details	5	Here yo	ou see the types	of GPAs that	t are beir	ing calculated on your	
Academic GPA	0	0	Unweighted ~		More	Details	definitio	ons for your tran	scripts.	CIIIIIVIII	s, and/or create new GPA ty	pe -
Cal Grant 10/11 GPA	۲	0	Unweighted ~		More	Details	Class I this, it v	Rank - is this GF vil affect all clas	A Type used s ranks for a	I to calcu Il current	ulate class rank? If you chan tly enrolled students.	ge
Total GPA	0	0	Unweighted ~		More	Details		Canda in Dia		and in an	The second second 7 The	
Weighted GPA	0	۲	Unweighted ~		More	Details	transcr	ipt can show any	number of	GPA type	es. While this is usually the	
							same a	is class rank, it n	nay not alway	ys be.		
							Defaul studen want to	t Scale - Scale i I's transcript. Bu be applied?	may be chan t if no modifi	ged base brs are u	ed on the modifier(s) used o ised, what grading scale do	in a you

- Class Rank- For classes relevant to class rank. This will apply to all currently enrolled students' class ranks
- $\circ\,$ Report Cards- is this GPA used to calculate report cards? The transcript can show any number of GPA types. While this is usually the same as class rank, on occasion it is not
- Default Scale- Scale may be changed based on the modifier(s) used on a student's transcript. If no modifiers are used, what grading scaled do you want to be applied?

	Credits		lods & Marks	GPA Types	GPA Scales & Marks			asses		RC Types					
Trans	cript GPA	Types													^
Add Ne	w Туре														
* The de	fault scale wil	l be applied	to courses n	ot linked to a	modifier										
GPA Ty	pe	Class	Rank Rep	ort Cards	When no modifiers are	e given, use sca	ale:	Details		Here yo	u see the types	of GPAs that	t are bein	ig calculated on your	
Academ	ic GPA	0	0		Unweighted ~			More De	stails	definitio	ins for your trans	inge mese o scripts.	ennioons	, and/or create new GPA	type
Cal Gra	nt 10/11 GPA	۲	0		Unweighted ~			More D	itails	Class F this, it v	Rank - is this GR All affect all class	A Type used ranks for al	to calcul currentl	late class rank? If you chi y enrolled students.	ange
Total G	PA	0	0		Unweighted ~			More D	rtails		Cardo in Dia d				
Weighte	ed GPA	0	۲		Unweighted ~			More De	stails	transcri	pt can show any	number of C	GPA types	s. While this is usually the	
										same a	s class rank, it m	ay not alway	/s be.		
										Default	t Scale - Scale n 's transcript. But	nay be chan if no modifie	ged base	d on the modifier(s) used ed, what grading scale d	l on a lo you

- Step 2. Set the GPA types for your school (if you need to add more click on Add New Type)
- Step 3. Choose if you want a class rank to be calculated using this GPA. You must choose one and then click Save Class Rank/Default Scales. If you want another GPA type calculated for Class Rank, choose a new one and then click Save Class Rank/Default Scales again.
- Step 4. Choose if you want the GPA to be calculated on an un-weighted or weighted scale. Unless you want all grade types to have a boost (5.0 Scales instead of 4.0) leave this unweighted
- Step 5. Click on "More Details" and choose what grade levels this particular GPA type. The "Default" sets the grading scale to whatever you did in step 3 (usually unweighted.) Notice that the Pass/Fail grade type is not added into the GPA calculation and the honors and AP are given an extra point.
- Step 6. Click SAVE when you have completed this page.

Define Transcript GPA Scales

Basically, the define transcripts GPA Scales are the marks you want to allow for classes, and how much value should they have

- Step 1. Choose Define Transcripts GPA Scales
- Step 2. Enter in values you'd like to have for the GPA scales used for computing GPAs in transcripts for the various marks. If you don't wish to use a particular mark in your transcripts, leave the entry box blank

~													
Admin	Repo	orts	Academy	Teache	rs Po	rtal	Help						
Start	Credits	Mods Mo	ds & Marks	GPA Types	GPA Scales &	Marks	Frans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	
Trans	cript Class	s Mark V	alues										
Select	Class Mark	GPA Scale	GPA Scale	Skip GPA	Skip Credits	sis_reprc91	2 sis_reprck8	sis_reprcmiddle					
0	а	4	5										
0	а-	4	5										
0	a+	4	5										
0	b	3	4										
0	b-	3	4										
0	D+	3	4										
0	c	2	3										
0	c-	2	3										
0	C+	2	3										
0	d	1	1										
0	d-	1	1										
0	d+	1	1										
-				_	_	_	_	-					

- Step 3. You may add your own marks if you aren't satisfied with what you see here. To delete a mark, you must type "CONFIRM" in all caps to complete the removal.
- Step 4. SAVE all changes

Class Rank

Choose Class Rank tab

- Every night, the class rank for all students with transcripts is calculated
- This page shows the student name, the calculated GPA, the grade level, the class rank, and the date it was calculated
- If there are errors in your student's transcripts (because an entry was made erroneously), you will get an error report at the bottom of the page

Last update: 2017/01/27 plsis:transcript_settings https://schoolpathways.com/knowledgebase/doku.php?id=plsis:transcript_settings&rev=1485478736 00:58

Start	Credits	Mods	Mods & Marks	GPA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	I
		Unior H	ligh School - Gen th Grade CC - Ge School - General evelopment - Gen	eral Education eneral Education Education eral Education	n					
Show	v computed	values for s	elected students	Download CSV			ReCalculate	Class Rank		
							Rebuild ALL tra Students n	ot on this list		

Most Recently Computed Values for

~

-- All 'Schools's --

Count	Student	Calculated GPA	GradeLevel	Class Rank	Date Computed	Exit Date
1	Leonard, Eamon M.	3.86	12	1	03/19/2016 11:07 am	
2	Azevedo, Loura	3.67	12	2	03/19/2016 11:07 am	
3	Short, Adam	3.5	12	3	03/19/2016 11:07 am	
4	Ferris, Jonathon	3.25	12	4	03/19/2016 11:07 am	
5	Johnson, Nels	3.24	12	5	03/19/2016 11:07 am	
6	Watson, Jonathon	2.75	12	6	03/19/2016 11:07 am	
7	Reeves, Case A.	2.67	12	7	03/19/2016 11:07 am	

Steps 7-11 (RC Types- Comments) Please refer to this page for instructions on setup for remaining steps

From: https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base

Permanent link: https://schoolpathways.com/knowledgebase/doku.php?id=plsis:transcript_settings&rev=1485478736

Last update: 2017/01/27 00:58